

CHIEF OF SPECIAL SERVICES

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible administrative and supervisory position, the primary duties of which are supervising the Special Services Division which is responsible for maintaining an inventory of fire equipment and supplies and providing repairs for departmental vehicles, equipment, and buildings. Coordinates the activities of the mechanic shop, supply room, and the maintenance shop and Specialized Fire Equipment Technician. The Chief of Special Services works independently under the general direction of the Chief of Operations and exercises supervision over subordinate officers assigned to the various positions. The employee of this class reports directly to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops specifications needed for the purchase of any major equipment by forming a committee of knowledgeable persons; holds pre-bid conferences with manufacturers to obtain information on each product; reviews returned sealed bids and makes the decision as to what company to purchase the equipment.

Provides for and supervises the preparation of departmental records and reports relating to maintenance and inventory of Baton Rouge Fire Departments stations, fire apparatuses, vehicles, equipment, supplies, or other records as required.

Directs and supervises the work of subordinates making sure that repairs and supply requests are completed in a timely manner. Authorizes the sending of reserve equipment to cover all required out-of-service equipment and the notification of such to all required line officers of the substitutions. Approves requisitions and sends to the Fire Supply Officer. Checks all major new equipment against purchase orders. Delegates authority to subordinates for the more effective operation of the department.

Responds to fire alarms and watches fire ground operations in order to take notes on the use of equipment and to be available if there is a need for any additional supplies or equipment.

Acts as a liaison between Baton Rouge Fire Department and all parish volunteer departments. Assists volunteer departments to write requisitions or draw up specifications for new fire

fighting equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid driver's license.

Before promotion, must pass a medical examination designed to show good health and the physical abilities necessary to perform the duties of the position.

Must be a regular and permanent employee in good standing in the class of Assistant Chief of Special Services.